



Maine Department of Transportation
Direct Hire Vacancy Announcement
Legal Administrator

Bulletin 13-27

CODE: 0885

RANGE: 25 Supervisory **SALARY:** \$20.00 – \$27.37 hourly

Value of State-paid Health & Dental Insurance

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 –

10% Employee Contribution of Premium

Value of State's share of employee's retirement: 11.54 % of pay

SEARCH OPENED: April 16, 2013

CONTACT: Lisa McGrotty

CLOSING DATE: April 29, 2013; 4:30 p.m.

TELEPHONE: (207) 624-3070

POSITION TYPE: Permanent Full-Time

LOCATION: Augusta

POSITION #: 02500-0982

BUREAU/DIVISION: Legal Services Office

JOB DESCRIPTION: This is professional services work of a supervisory nature providing legal support within the Title Office. Responsibilities include supervising, training, and reviewing the work of paralegals while ensuring that established deadlines are met. This position assists the principal real estate attorney with the most complex and advanced legal issues and projects; drafts and processes legal acquisition documents including federal and state land transfers. This position assists in the review and title clearance process for every title abstract delivered to the Title Office. Work is performed under limited supervision.

MINIMUM QUALIFICATIONS: Bachelors Degree and four (4) years of paralegal experience in a law firm, court, or legal services agency – or – an equivalent combination of education and experience.

SELECTION PROCESS: Applicants must forward a letter of interest and Direct Hire application and copies of post-secondary transcripts, licensing/registration/certifications, etc. to: MaineDOT, Attn: Lisa McGrotty, 16 SHS, Augusta, ME 04333-0016, by 4:30 p.m., Monday, April 29, 2013. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact Lisa McGrotty by 4:30 p.m., Monday, April 29, 2013 to be interviewed along with certified candidates. Specific questions relating to this position can be directed to Kathy Rollins at (207) 624-3046. Applications are available by calling (207) 624-3050 and are also on the MaineDOT website at: www.maine.gov/mdot.

PLEASE NOTE: AN EMPLOYEE WHO <u>TRANSFERS</u> TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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